

**CAERWENT COMMUNITY COUNCIL**  
Mayfield, Pill Row, Caldicot, Monmouthshire, NP26 5JD  
Tel: 01291 424802 Email: clerk@caerwentcc.com

Dear Councillor

You are hereby summoned to attend the  
**Annual General Meeting of  
Caerwent Community Council**  
**14<sup>th</sup> May, 7.00p.m.**  
(by videoconferencing)

Laraine McKeon  
Clerk to the Council

1. **APOLOGIES**
2. **APPOINTMENT OF CHAIR**
3. **ELECTION OF VICE CHAIR**
4. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**
5. **CHAIR'S ANNOUNCEMENTS**
6. **CONFIRMATION OF MINUTES OF MEETING HELD 12<sup>th</sup> MARCH 2020**
7. **APPOINTMENT OF REPRESENTATIVES**  
**Council to appoint to representative bodies**
8. **ANNUAL REVIEW OF COUNCIL POLICIES:**  
**Standing Orders**  
**Financial Regulations**  
**Risk Management & Procedures Policy**  
**Complaints Policy**  
**Unacceptable Actions of Individuals Policy**  
**Retention of Documents Policy**  
**FOI Publication Scheme**  
**Local Resolution Protocol Policy**  
**Local Government Pension Scheme Employer Policy**  
**Health & Safety Policy**  
**Privacy Notice**  
**Information & Data Protection Policy**  
**Social Media & Electronic Communication Policy**
9. **ANNUAL REVIEW OF INSURANCE COVER**
10. **PLANNING**  
**To consider any planning applications received.**

- 11. CAERWENT PLAYING FIELDS FOOTPATHS/TRACK**  
To consider obtaining quotes re clearance
  
- 12. CAERWENT PLAYING FIELDS TREES**  
To consider requesting a tree survey as per MCC guidelines of 18 month intervals.
  
- 13. TO RECEIVE REPORTS**  
Clerk's Report  
Social Media Report
  
- 14. FINANCE**  
To consider balances/payment and approval as per finance schedule dated May 2019  
  
To note quarterly budget figures 2019/20
  
- 15. HIGHWAYS/RIGHTS OF WAY**  
To report any issues
  
- 16. ITEMS FOR NEXT MEETING**